

MAY 10, 2017

**YOUTH OVERSIGHT COMMITTEE
8:15 A.M.**

WFDB CONFERENCE ROOM

PRESENT: A. Hendrix, S. Kittel, K. Boardman

EXCUSED I. Burbank, V. Zeppelin

STAFF: J. Mattick, C. Weems

CALL TO ORDER

Ms. Hendrix called the meeting to order at 8:25 a.m., and welcomed to the Committee Katie Boardman from Franziska Racker Centers.

APPROVAL OF MINUTES

The minutes of April 12, 2017 were deferred to the June meeting.

VISION OF YOUTH EMPLOYMENT IN TOMPKINS COUNTY

The group discussed the youth provider meeting that was held and the importance of keeping the momentum of what came out of those discussions. The meeting was facilitated by community member Ann Martin, and she may be willing to facilitate a retreat comprised of the providers and the Committee.

Ms. Hendrix stated that she and Ms. Kittel were at the meeting long enough to make introductions and provide background information. They then left so the providers would not have the pressure of having funders in the room. The meeting centered on what is youth employment and what is needed to provide youth employment. The Committee had hoped that the session would generate innovative ideas to allow more youth to be served, rather than staying status quo.

Ms. Kittel will reach out to Ann to see if she is available and willing to facilitate a retreat of the providers and the Committee on August 9, 2017 from 9 a.m. to noon at the Park Foundation. This will allow for early discussions so the Committee can prepare prior to the next grant cycle and the preparation of the next year's RFP. The goals will be to discuss what are we trying to accomplish with youth employment funding locally, and how will we know if we are on our way to meeting those goals and what does success look like. It will also provide the opportunity to discuss if there are ways to partner with other community agencies. The survey that is underway will also be complete by August and the data available for consideration. The WIOA Youth Program will also be included in the retreat and a planning calendar for the Committee will be created as well.

WIOA YOUTH CONTRACT EXTENSION DISCUSSION

A Request for Proposals for the WIOA Youth Program will need to be prepared for release in December 2017. The current contract allowed for two one-year extensions. Prior to making a recommendation to the full Workforce Development Board to extend the current contract, the group will meet with the provider to review their performance. They will have those discussions at the next meeting on June 13th. Ms. Kittel asked if there were any issues identified by the State when they conducted their last monitoring. Ms. Mattick stated their last monitoring was conducted within the last six months.

Ms. Mattick stated allocations have not been released effective July 1, 2017. She has done some analysis, but needs to do more to figure out possible carryover, but draft allocations indicate the program is being drastically cut in the coming year. She approximates a \$50,000 reduction in funding for the coming year that includes both the cut in the federal allocation as well as the amount of carryover (\$35,000-40,000) that she

believes will be available. This means the contract for the coming year will need to be reduced by approximately \$40,000. Historically, the program has not seen reductions. She expects to have solid figures in the next week to 10 days and she will send those figures out to the group when available.

The provider will be asked to respond to the following questions at the next meeting:

1. How many youth met the goals identified in their Employment Plan?
2. What trainings were offered to participants in 2016-2017? How many attended?
3. If the program could identify one success and challenge in 2016-2017, what would that success and challenge be?
4. How are you planning to handle the reduction in funding in the coming year?
5. What leadership development opportunities have been offered to program participants during the last program year?
6. How many participants participated in adult mentoring programs? What programs were used for these participants?
7. What other elements are youth participating in besides subsidized employment?
8. What have you learned, what do we need to know to do our jobs as a committee better?
9. What leadership opportunities are staff participating in?
10. What is staff learning from participants about what they need to be successful?
11. How close is the program to meeting the Youth Performance Chart goals as outlined on page 12 of the proposal.

In addition, the provider will be asked to provide a handout that includes the following elements:

- Number of participants served
- Number of new participants
- Number of participants carried over from last year
- Number exited from program
- Status at exit
- When exited from program
- Number referred to counseling services
- Number receiving follow up services after exit
- Follow up services provided

FEEDBACK LETTERS – SYEP PROPOSALS

Ms. Mattick has followed up with the three providers since the last meeting. She requested feedback letters that members of the Committee have used for her to use as examples. She noted the majority of the feedback will revolve around the innovation piece of each proposal. She will also touch on the anti-collusion statement as well as the mandate that participants must attend trainings. Ms. Mattick noted the program allocations have not yet been released.

MEMBERSHIP UPDATE

The Committee continued their discussion of increasing committee membership. Ms. Boardman has joined the group. Marissa from Family & Children's has expressed interest, but cannot participate until after July. Ms. Hendrix will reach out to Melissa Dondi, who has expressed interest in participating.

DIRECTOR'S UPDATE

Ms. Mattick reported that on March 1st a number of manufacturers in the County were brought together as a manufactures collaborative. One goal is to have adequate training for incumbent workers as well as creating a pipeline. They discussed using the summer youth employment program to move individuals into manufacturing and have the program provide both education and work experience. Youth staff can provide the career readiness piece and employers would provide business related skills such as blueprint reading, using micrometers, etc. The thought was to have 5-8 youth participate this summer. There is concern that this number will not be attainable this summer, but any youth placed will be considered a success. The group will be coming back together with educators on May 19th at the Ithaca Country Club to further discussions.

Ms. Mattick will notify the Committee as soon as the SYEP allocations are received.

ADJOURNMENT

The meeting adjourned at 9:38 a.m. The next meeting is scheduled for Tuesday, June 13, 2017 at 8:15 a.m. in the Park Foundation Conference Room.

Minutes prepared by Jennifer Luu.